



**MINUTES OF MEETING**  
**Personnel Committee**  
**June 27, 2022**  
**7:00 PM**

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**I. COMMUNICATIONS**

1. Position Vacancy Summary

**II. RESOLUTIONS, MOTIONS, AND NOTICES**

1. Resolution confirming appointments to the Chemung County Community Services Board  
Motion made by John Pastrick, seconded by Scott Drake, and Passed with a vote of 6-0, confirming appointments to the Chemung County Community Services Board.
2. Resolution re-creating Deputy Sheriff Sergeant position on behalf of the Chemung County Sheriff  
Motion made by Brian Hyland, seconded by L. Thomas Sweet, and Passed with a vote of 6-0, re-creating Deputy Sheriff Sergeant position on behalf of the Chemung County Sheriff.
3. Resolution re-creating Secretary I position on behalf of the Chemung County District Attorney's Office  
Motion made by Brian Hyland, seconded by L. Thomas Sweet, and Passed with a vote of 6-0, re-creating Secretary I position on behalf of the Chemung County District Attorney's Office.
4. Resolution re-creating Associate Planner I position on behalf of the Chemung County Planning Department  
Motion made by Brian Hyland, seconded by L. Thomas Sweet, and Passed with a vote of 6-0, re-creating Associate Planner I position on behalf of the Chemung County Planning Department.
5. Resolution re-creating Garage Mechanic position on behalf of the Chemung County Department of Public Works  
Motion made by Brian Hyland, seconded by L. Thomas Sweet, and Passed with a vote of 6-0, re-creating Garage Mechanic position on behalf of the Chemung County Department of Public Works.  
Motion made by Brian Hyland, seconded by , and Passed with a vote of 0-0, re-creating Garage Mechanic position on behalf of the Chemung County Department of Public Works.
6. Resolution re-creating Maintenance Worker I position on behalf of the Chemung County Sewer Districts  
Motion made by Brian Hyland, seconded by L. Thomas Sweet, and Passed with a vote of 6-0, re-

creating Maintenance Worker I position on behalf of the Chemung County Sewer Districts.

7. Resolution re-creating positions as contained in the Staffing Plan for the Chemung County Department of Social Services and Mental Hygiene

Motion made by Brian Hyland, seconded by L. Thomas Sweet, and Passed with a vote of 6-0, re-creating positions as contained in the Staffing Plan for the Chemung County Department of Social Services and Mental Hygiene.

8. Resolution re-creating positions as contained in the Staffing Plan for the Chemung County Jail

Motion made by Brian Hyland, seconded by L. Thomas Sweet, and Passed with a vote of 6-0, re-creating positions as contained in the Staffing Plan for the Chemung County Jail.

9. Resolution re-creating positions as contained in the Staffing Plan for the Chemung County Nursing Facility

Motion made by Brian Hyland, seconded by L. Thomas Sweet, and Passed with a vote of 6-0, re-creating positions as contained in the Staffing Plan for the Chemung County Nursing Facility.

10. Resolution amending the Staffing Plan for the Chemung County Department of Health (create Public Health Program Coordinators and Public Health Sanitarian - LPPP Grant funding)

Motion made by John Pastrick, seconded by Scott Drake, and Passed with a vote of 6-0, amending the Staffing Plan for the Chemung County Department of Health (create Public Health Program Coordinators and Public Health Sanitarian - LPPP Grant funding).

11. Resolution creating Assistant District Attorney position on behalf of the Chemung County District Attorney's Office

Motion made by John Pastrick, seconded by Scott Drake, and Passed with a vote of 6-0, creating Assistant District Attorney position on behalf of the Chemung County District Attorney's Office.

12. Resolution creating Transit Manager position on behalf of Chemung County Planning Department (Elmira-Chemung Transportation Council)

Motion made by L. Thomas Sweet, seconded by John Pastrick, and Passed with a vote of 6-0, creating Transit Manager position on behalf of Chemung County Planning Department (Elmira-Chemung Transportation Council).

13. Resolution adopting an amended Single Rate Compensation Plan for Single Rate employees (Amendment No. 57) (Elimination of Attorney titles & 2022 Salary Schedule)

Motion made by L. Thomas Sweet, seconded by John Pastrick, and Passed with a vote of 6-0, adopting an amended Single Rate Compensation Plan for Single Rate employees (Amendment No. 57) (Elimination of Attorney titles & 2022 Salary Schedule).

14. Resolution adopting Salary Plan for Single Rate Attorney positions

Motion made by Mr. Sweet, seconded by Mr. Smith, and Passed with a vote of 6-0, amending the adoption of the Salary Plan for Single Rate Attorney positions to align the salaries of the County Attorney and the Attorney to the Legislature & Special Districts. Motion Carried.

### **III. OLD BUSINESS**

Mrs. Woodard asked District Attorney (DA), Weeden Wetmore if he has any updates on the relocation of the DA's office space approved in the 2022 budget. Mr. Wetmore stated that he has no updates to report on the relocation of the DA's office space to date.

#### **IV. NEW BUSINESS**

#### **V. ADJOURNMENT**

This meeting was adjourned on the motion made by Mr. Sweet, seconded by Mr. Drake. Motion Carried.



## CHEMUNG COUNTY ROUTE SLIP \* PERSONNEL REQUISITION

### Position Vacancy Summary

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

### **CREATION:**

Date/Time:	Department:
6/23/2022 3:35:35 PM	

### **APPROVALS:**

Date/Time:	Approval:	Department:	
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### **ATTACHMENTS:**

Name:	Description:	Type:
<a href="#">Copy of Vacancy Summary 06222022.pdf</a>	Report	Cover Memo

**Position Vacancy Summary as of:**

June 23, 2022

<b>Department</b>	<b>Current budgeted positions</b>	<b>Current Vacancies</b>
County Executive	5	0
Legislature	18	0
Courts/Assigned Counsel	4	1
District Attorney	23	4
Public Advocate	10	4
Public Defender	15	4
Treasurer	10	1
Budget	2	0
Central Stores	6	1
Purchasing	4	1
Real Property	3	0
County DMV	11	1
County Clerk	6	0
Law	12	2
Personnel	9	0
Board of Elections	16	3
Records Imaging Center	4	0
Records and Information	1	0
Central Services	1	0
Buildings and Grounds	19	0
Information Technology	13	3
Emergency 911	23	2
Sheriff	62	1
Jail	90	16
Sheriff/Stop DWI	1	0
Probation	28	2
Emergency Management	5	0
Health Department	66	3
Mental Health	28	3
DSS	178	20
Veteran Affairs	3	0
OFA	22	1
Parks & Recreation	5	1
Youth Bureau	6	1
Planning	8	2
Human Services	1	0
Medical & Dental Insurance	1	0
Public Works	54	4
Sewer District	40	6
Solid Waste	9	0
Nursing Facility	205	74
Airport	16	0
<b>Total</b>	<b>1043</b>	<b>161</b>



## CHEMUNG COUNTY ROUTE SLIP \* PERSONNEL REQUISITION

Resolution confirming appointments to the Chemung County Community Services Board

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Prior Resolution Number(s) - Dr. Mihai Dascalu 19-448, Bailey O'Rourke 21-175, Michelle Johnson 18-170.

Dr. Mihai Dascalu and Michelle Johnson 's second full term of four years that will begin commencing on January 1, 2022 and will be expiring on December 31, 2025.

Bailey O'Rourke completed her partial term and will being her first full term of four years that will begin commencing on January 1, 2022 and be expiring on December 31, 2025.

### **CREATION:**

Date/Time:	Department:
6/16/2022 2:29:09 PM	County Executive

### **APPROVALS:**

Date/Time:	Approval:	Department:	
6/16/2022 2:30 PM	Approved	County Executive	
6/17/2022 10:01 AM	Approved	Budget and Research	
6/21/2022 10:40 AM	Approved	Legislature Chairman	

### **ATTACHMENTS:**

Name:	Description:	Type:
No Attachments Available		



## CHEMUNG COUNTY ROUTE SLIP \* PERSONNEL REQUISITION

Resolution re-creating Deputy Sheriff Sergeant position on behalf of the Chemung County Sheriff

Resolution #:

Slip Type: PERSONNEL

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Request resolution to recreate 1 Deputy Sheriff Sergeant position in the Chemung County Sheriff's Office due to the voluntary relinquishment of rank by KS.

Re-creation	Full-time	Salary / Fringe Benefits
Civil Service approval required:	No	
Salary/Grade: 4A	Range:	\$27.00 - 44.4936/hr
Budget Account Number: 190312903150-50100	Funds Available?	Yes
Reinbursement / Federal: 0	Due to:	Other
Reinbursement / State: 0	Due to (Other):	

### **CREATION:**

Date/Time:	Department:
5/12/2022 11:33:44 AM	County Executive

### **APPROVALS:**

Date/Time:	Approval:	Department:	
5/12/2022 11:35 AM	Approved	County Executive	
5/16/2022 8:38 AM	Approved	Budget and Research	
5/24/2022 10:58 AM	Approved	Legislature Chairman	

### **ATTACHMENTS:**

Name:	Description:	Type:
<a href="#">Sgt. Slater letter.pdf</a>	Sgt Slater Letter	Cover Memo

February 3, 2022

William A. Schrom, Sheriff  
Chemung County Sheriff's Office  
203 William Street  
Elmira, NY 14902

Sheriff Schrom,

I respectfully request to self-demote to the rank of Deputy Sheriff, Grade 4, from the rank of Sergeant, Grade 4A, effective at such time bidding will commence for the 2022 year.

Regards,

A handwritten signature in dark ink, appearing to be 'K. Slater', written over a light blue horizontal line.

Kasey A. Slater

Cc: Matthew Stevens, Captain  
Marilyn Berson, NYSUPA Attorney  
Anthony Solfaro, NYSUPA President  
John Smith Jr, Association President  
Michael Theetge, Association Vice President





## CHEMUNG COUNTY ROUTE SLIP \* PERSONNEL REQUISITION

Resolution re-creating Secretary I position on behalf of the Chemung County District Attorney's Office

Resolution #:

Slip Type: PERSONNEL

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Re-creation of (1) full-time Secretary I position in the District Attorney's Office due to resignation of KF.

Re-creation	Full-time	Salary / Fringe Benefits
Civil Service approval required:	No	
Salary/Grade: Grade 9		Range: \$19.12 - \$23.69
Budget Account Number: 10-1165-50100.01	Funds Available?	Yes
Reinbursement / Federal: 0	Due to:	Resignation
Reinbursement / State: 0	Due to (Other):	

### **CREATION:**

Date/Time:	Department:
5/10/2022 3:53:26 PM	County Executive

### **APPROVALS:**

Date/Time:	Approval:	Department:	
5/10/2022 3:54 PM	Approved	County Executive	
5/16/2022 8:39 AM	Approved	Budget and Research	
5/24/2022 11:00 AM	Approved	Legislature Chairman	

### **ATTACHMENTS:**

Name:	Description:	Type:
No Attachments Available		



## CHEMUNG COUNTY ROUTE SLIP \* PERSONNEL REQUISITION

Resolution re-creating Associate Planner I position on behalf of the Chemung County Planning Department

Resolution #:

Slip Type: PERSONNEL

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Requesting authorizing to recreate an Associate Planner I position in the Planning Dept. due to the employee in that title being promoted. The Planning Dept. wishes to recreate and refill this position as soon as possible.

Re-creation	Full-time	Salary / Fringe Benefits
Civil Service approval required:	No	
Salary/Grade:	\$29.15 Entry/14	Range:
Budget Account Number:	10-8020-50100	Funds Available? Yes
Reinbursement / Federal:	0	Due to: Promotion
Reinbursement / State:	0	Due to (Other):

### **CREATION:**

Date/Time:	Department:
5/12/2022 11:09:24 AM	County Executive

### **APPROVALS:**

Date/Time:	Approval:	Department:	
5/12/2022 11:13 AM	Approved	County Executive	
5/16/2022 8:40 AM	Approved	Budget and Research	
5/24/2022 11:00 AM	Approved	Legislature Chairman	

### **ATTACHMENTS:**

Name:	Description:	Type:
No Attachments Available		



## CHEMUNG COUNTY ROUTE SLIP \* PERSONNEL REQUISITION

Resolution re-creating Garage Mechanic position on behalf of the Chemung County Department of Public Works

Resolution #:

Slip Type: PERSONNEL

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Requesting a resolution to recreate a Garage Mechanic for the Department of Public Works. The position became vacant upon the transfer of a long-time north shop employee (PM) to the Elmira-Corning Regional Airport. (See attached notice from employee.)

The retiring employee was warning \$33.09 per hour. We anticipate the new employee will make between \$20.30 and \$22.87 per hour, though Grade 8 maxes out at \$33.18 per hour.

Re-creation	Full-time	Salary / Fringe Benefits
Civil Service approval required:	No	
Salary/Grade: Grade 7 & 8	Range:	\$20.30 - \$33.18
Budget Account Number:	21-5130-50100	Funds Available? Yes
Reinbursement / Federal:	0	Due to: Other
Reinbursement / State:	0	Due to (Other):

### **CREATION:**

Date/Time:	Department:
5/25/2022 9:42:08 AM	County Executive

### **APPROVALS:**

Date/Time:	Approval:	Department:	
5/25/2022 9:43 AM	Approved	County Executive	
5/26/2022 2:50 PM	Approved	Budget and Research	
6/2/2022 4:13 PM	Approved	Legislature Chairman	

### **ATTACHMENTS:**

Name:	Description:	Type:
<a href="#">Pat McInerney resignation letter 0001.pdf</a>	Resignation	Cover Memo

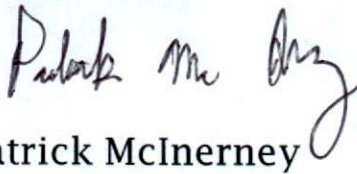
May 18, 2022

To whom it may concern,

Please accept this letter as a formal notification that I have accepted the mechanic position at the Chemung County Airport.

My last day here at the Highway Department will be Thursday, May 26, 2022.

Thank you,

  
Patrick McInerney



## CHEMUNG COUNTY ROUTE SLIP \* PERSONNEL REQUISITION

Resolution re-creating Maintenance Worker I position on behalf of the Chemung County Sewer Districts

Resolution #:

Slip Type: PERSONNEL

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

This agenda item respectfully requests the approval to re-create a Maintenance Worker I position within the Chemung County Sewer Districts for the Collection Crew. CCSD recently promoted a Maintenance Worker II (RG) to Sewer System Maintenance and Collections Crew Leader. CCSD proposes replacing the vacant Maintenance Worker II position with a Maintenance Worker I. This position will be filled by an external applicant.

Re-creation	Full-time	Salary / Fringe Benefits
Civil Service approval required:	No	
Salary/Grade: \$19.94/hour	Range:	
Budget Account Number: 22-8110-8120-50100	Funds Available? Yes	
Reimbursment / Federal: 0	Due to: Promotion	
Reimbursment / State:	Due to (Other):	

### **CREATION:**

Date/Time:	Department:
6/14/2022 4:28:52 PM	County Executive

### **APPROVALS:**

Date/Time:	Approval:	Department:	
6/14/2022 4:30 PM	Approved	County Executive	
6/15/2022 11:11 AM	Approved	Budget and Research	
6/21/2022 11:24 AM	Approved	Legislature Chairman	

### **ATTACHMENTS:**

Name:	Description:	Type:
No Attachments Available		



## CHEMUNG COUNTY ROUTE SLIP \* PERSONNEL REQUISITION

Resolution re-creating positions as contained in the Staffing Plan for the Chemung County Department of Social Services and Mental Hygiene

Resolution #:

Slip Type: PERSONNEL

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

one (1) Community Services Aide (DM), CSEA Grade 2, \$13.20 per hour, 62% reimbursement, due to resignation

one (1) Senior Caseworker (KH), CSEA Grade 12/13, \$25.95-\$29.12 per hour, 67% reimbursement, due to resignation

one (1) Supervising Social Services Investigator (GW), CSEA Grade 13, \$25.95-\$29.12 per hour, 75 % reimbursement, due to resignation

two (2) Eligibility Clerks (KH), CSEA Grade 8, \$17.58 - \$19.72 per hour, 75% reimbursement, due to resignation

one (1) Senior Clerk (TW), CSEA Grade 6, \$15.39 per hour, 62% reimbursement, due to resignation

one (1) Clerk (JB), CSEA Grade 3, \$14.39 per hour, 75% reimbursement, due to promotion

three (3) Caseworkers (BF, TJ, KH), CSEA Grade 12, \$23.28 per hour, 67% reimbursement, due to resignations

Re-creation

Full-time

Salary / Fringe Benefits

Civil Service approval required:

No

Salary/Grade: See attached

Range:

N/A

Budget Account Number: 10-4310-4510

Funds Available? Yes

Reimbursment / Federal:

Due to: Resignation, Promotion

Reimbursment / State:

Due to (Other):

**CREATION:**

Date/Time:	Department:
5/6/2022 10:02:13 AM	County Executive

**APPROVALS:**

Date/Time:	Approval:	Department:	
5/6/2022 10:05 AM	Approved	County Executive	
5/16/2022 8:38 AM	Approved	Budget and Research	
5/24/2022 10:58 AM	Approved	Legislature Chairman	

**ATTACHMENTS:**

Name:	Description:	Type:
<a href="#">CSA_Rationale_(CIS).pdf</a>	CSA Rationale	Cover Memo
<a href="#">Senior_Caseworker_Rationale_(1).pdf</a>	Senior Caseworker rationale	Cover Memo
<a href="#">Supervising_Soc_Serv_Inv_Rationale.pdf</a>	SSSI Rationale	Cover Memo
<a href="#">Eligibilty_rationale_TA_2022.pdf</a>	Eligibility Clerk Rationale	Cover Memo
<a href="#">Temporary_Assistant_Clerk_duties.pdf</a>	Temporary Asst. Clerk duties	Cover Memo
<a href="#">Caseworker_rationale_(2).pdf</a>	Caseworker rationale	Cover Memo

## **Community Services Aide Rationale**

These positions report to the Community Services Worker within the Department of Mental Hygiene/Division of Children's Integrated Services. The position is part of the County Person In Need of Supervision Diversion Program and carries out activities related to children and families and provides direct child and family contact to assist with school attendance, transportation, appointments, and community activities.

The position supports the outcome of diverting children and adolescents from higher levels of the systems including family court involvement, placement, detention and hospitalizations. Further outcomes include a reduction in disciplinary referrals, attendance issues and improvement in academic performance.



## SENIOR CASEWORKER

This vacancy is in the Children and Family Services/Child Protective Services Team that is responsible for tasks, including but not limited to:

- May provide supervision and complete performance evaluations of casework staff
- May participate in the interview and hiring process
- Assist with training and coaching of staff
- Investigation of “hotline” reports alleging child abuse and neglect.
- Conduct joint investigations with law enforcement
- Assessment of children’s safety and needs of the family
- Provision of ongoing case management services for open cases.
- Referring and networking with regional community agencies to provide services to families. Some agencies include school districts, law enforcement, pediatricians, drug/alcohol services, counseling services and Family Court.
- Documentation of all casework activities.
- Correspondence including letters to service providers, affidavits for court proceedings, reports, referral packets, etc.
- Face to face contacts/interviews with clients.
- On call responsibilities.
- Local and state mandated paperwork requirements.
- Formulating/recommending and monitoring service plans, including the identification of strengths and needs.
- Continual risk/safety assessment.
- Coaching/ Casework counseling for families.

This position requires a great deal of flexibility, strong oral and written communication skills, problem-solving skills, the ability to engage families, conduct thorough assessments and to identify potential safety and risk factors for families.

Caseworkers in these positions receive between 3-5 new cases per week and are also responsible for investigations of subsequent reports on open investigations. They draft affidavits for Family Court for Abuse/Neglect petitions and are called upon for testimony. As we are mandated to provide 24/7, 365 days per year coverage for alleged reports of child abuse and neglect, workers are also required to provide on call coverage for Chemung County.

## **Supervising Social Services Investigator Rationale**

This position upgrades a Social Services Investigator in the Special Investigations Unit to a Supervisory position. The incumbent will be teamed with the Head Social Welfare Examiner assigned to both the Resource Recovery Unit and the Special Investigations Unit and will report directly to the Deputy Commissioner. The position will allow for the day to day supervision of the investigation team and will be responsible for training new Social Services Investigators in the art of interviewing and case building.

The Special Investigations unit conducts Welfare Fraud Investigations to recover fraudulent overpayments in Public Assistance, SNAP, Medicaid, and other assistance programs administered by the Department of Human Services. In addition, the unit maintains cost avoidance investigations under the Front End Detection System (FEDS) and Eligibility Verification Review (EVR) further saving tax dollars.

Social Services Law section 132, 145 and 134-b provides the legal basis for local districts to investigate allegations of welfare fraud and to establish cost avoidance programs to prevent ineligible clients from entering the Public Assistance and Medicaid rolls.

The position is responsible for the following tasks:

- Formation of policy and procedures of the unit and across the Department's divisions
- Supervision of subordinates in the day to day activities of the unit
- Investigation of complaints charging recipient or vendor fraud in welfare cases;
- Gathering of evidence to support a case of welfare fraud
- Acting as the liaison to District Attorney or County Attorney for criminal and civil prosecution
- Negotiation of Disqualification Consent Agreements with defrauders
- Investigations under the Front End Detection System (FEDS) and Eligibility Verification Review (EVR) to detect unreported income, resources, etc. to prevent assistance from being expended to ineligible clients.

## Eligibility Clerk – Rationale

The person in this job is responsible for the following duties:

Assist customers in the application process for the various programs the department provides. Departmental program services include Temporary Assistance to Needy Families (TANF), Emergency Assistance to Families (EAF), Emergency Assistance to Adults (EAA), Housing, Medical Assistance, Medicaid, Food stamps (SNAP), Child Support Enforcement and numerous other programs and services.

Have a working knowledge of departmental regulations, policies and procedures to relieve superiors of the more routine tasks.

Provide information about the programs to vendors and customers and gather information about the client's case.

Provide guidance to lower level clerical support staff.

This position must possess thorough knowledge of modern office procedures, including filing systems and automated office equipment; ability to work effectively with other employees; ability to meet with the public; ability to analyze facts related to the determination of financial eligibility or assistance; ability to work with applicable regulations governing the program; ability to understand and follow oral and written instructions; ability to record information legibly and accurately; ability to plan and organize clerical work; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tact; emotional maturity; physical condition commensurate with the demands of the position.

## TEMPORARY ASSISTANCE CLERK DUTIES

7/2/14

This position would be assigned to the Temporary Assistance Division, which is responsible for tasks, including but not limited to:

- Sorts, picks up, delivers and scans incoming and outgoing mail to all Departments within the agency, including TAE examiners via WMS, Compass and Workflow computer systems. Researches unidentified mail to determine where to direct it.
- Researches returned mail and directs to appropriate worker or closes the case if appropriate.
- General clerical duties of TA Unit including providing backup for other clerical staff.

This position performs tasks that assist the examiners in having the information necessary to make eligibility determinations. The clerk must be aware of agency/state policies, regulations and procedures as they relate to the various applications and programs in the TA Division. Daily incoming mail is sorted to the appropriate worker or action is taken by the clerk thus reducing the examiner workload.

## CASEWORKER

This vacancy is in the Children and Family Services/Child Protective Services Team that is responsible for tasks, including but not limited to:

- Investigation of “hotline” reports alleged child abuse and neglect.
- Providing ongoing case management services for open cases.
- Referring and networking with community agencies to provide services to families. Some agencies include school districts, law enforcement, pediatricians, drug/alcohol services, counseling services and Family Court.
- Documentation of all casework activities.
- Correspondence including letters to service providers, affidavits for court proceedings, reports, referral packets, etc.
- Face to face contacts/interviews with clients.
- On call responsibilities.
- Local and state mandated paperwork requirements.
- Formulating service plans, including the identification of strengths and needs.
- Continual risk/safety assessment.
- Coaching/counseling for families.

This position requires a great deal of flexibility, strong oral and written communication skills, critical thinking skills, independent decision-making, problem-solving skills, the ability to engage families, conduct thorough assessments and to identify potential safety and risk factors for families.

Caseworkers in these positions receive between 3-5 new cases per week and are also responsible for investigations of subsequent reports on open investigations. They draft affidavits for Family Court for Abuse/Neglect petitions and are called upon for testimony. As we are mandated to provide 24/7, 365 days per year coverage for alleged reports of child abuse and neglect, workers are also required to provide on call coverage for Chemung County.



## CHEMUNG COUNTY ROUTE SLIP \* PERSONNEL REQUISITION

Resolution re-creating positions as contained in the Staffing Plan for the Chemung County Jail

Resolution #:

Slip Type: PERSONNEL

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Re-create (1) Full-Time Correction Officer position as contained in the Staffing Plan for the Chemung County Jail due to the retirement of J.T.

Re-creation	Full-time	Salary / Fringe Benefits
Civil Service approval required:	No	
Salary/Grade: 3E	Range:	\$21.61/hr-\$32.63/hr
Budget Account Number: 10-3120-3150-50100	Funds Available?	Yes
Reinbursement / Federal: N/A	Due to:	Retirement
Reinbursement / State: N/A	Due to (Other):	

### **CREATION:**

Date/Time:	Department:
5/20/2022 2:38:55 PM	County Executive

### **APPROVALS:**

Date/Time:	Approval:	Department:	
5/20/2022 3:13 PM	Approved	County Executive	
5/24/2022 3:53 PM	Approved	Budget and Research	
6/2/2022 4:17 PM	Approved	Legislature Chairman	

### **ATTACHMENTS:**

Name:	Description:	Type:
No Attachments Available		



## CHEMUNG COUNTY ROUTE SLIP \* PERSONNEL REQUISITION

Resolution re-creating positions as contained in the Staffing Plan for the Chemung County Nursing Facility

Resolution #:

Slip Type: PERSONNEL

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

The Nursing Facility is requesting the following positions are re-created in accordance with the approved staffing plan:

(10) Ten - Certified Nurse Aide Positions, FT

Thank you for your consideration

Re-creation	Full-time	Salary / Fringe Benefits
Civil Service approval required:	No	
Salary/Grade: CSEA Grade 4A	Range:	\$15.15-\$19.40/hr
Budget Account Number: 50-6017-6020-50100	Funds Available?	Yes
Reimbursment / Federal: 50%	Due to:	Resignation
Reimbursment / State: 40%	Due to (Other):	

### **CREATION:**

Date/Time:	Department:
6/14/2022 10:05:10 AM	County Executive

### **APPROVALS:**

Date/Time:	Approval:	Department:	
6/14/2022 10:07 AM	Approved	County Executive	
6/15/2022 11:12 AM	Approved	Budget and Research	
6/21/2022 11:24 AM	Approved	Legislature Chairman	

### **ATTACHMENTS:**

Name:	Description:	Type:
<a href="#">Copy of Personnel Req JUNE 22 - 10 CNAs.pdf</a>	CNAs -10	Cover Memo





## ATTACHMENT-PERSONNEL REQUISITION ROUTE SLIP

DEPARTMENT: Nursing Facility

DATE: 6/13

1. Position Title: (10) Certified Nursing Aides FT x PT      Prior Resolution 22-26  
 Action Requested: Creation      Re-Creation x Other       
 Salary/Grade: CSEA Grade 4A Wage Range \$15.15-\$19.40/hr Civil Service Approval: Y       
 Budget Account: 50-6017-6020-50100 Funds Available: Y x N       
 Reimbursement: Federal 50 % State 40 % Local 10 % Salary/Fringes Covered: Y x  
 Vacancy Due To: Resignation x Retirement      Promotion      Other       
 Attachments: Y      N x

2. Position Title: \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_ Prior Resolution \_\_\_\_\_
- Action Requested: Creation \_\_\_\_\_ Re-Creation \_\_\_\_\_ Other \_\_\_\_\_
- Salary/Grade: \_\_\_\_\_ Wage Range \_\_\_\_\_ Civil Service Approval: Y \_\_\_\_\_
- Budget Account: \_\_\_\_\_ Funds Available: Y \_\_\_\_\_ N \_\_\_\_\_
- Reimbursement: Federal 50 % State 40 % Local 10 % Salary/Fringes Covered: Y \_\_\_\_\_
- Vacancy Due To: Resignation \_\_\_\_\_ Retirement \_\_\_\_\_ Promotion \_\_\_\_\_ Other \_\_\_\_\_
- Attachments: Y \_\_\_\_\_ N \_\_\_\_\_

- 3 Position Title: \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_ Prior Resolution \_\_\_\_\_  
 Action Requested: Creation \_\_\_\_\_ Re-Creation \_\_\_\_\_ Other \_\_\_\_\_  
 Salary/Grade: \_\_\_\_\_ Wage Range \_\_\_\_\_ Civil Service Approval: Y \_\_\_\_\_  
 Budget Account: \_\_\_\_\_ Funds Available: Y \_\_\_\_\_ N \_\_\_\_\_  
 Reimbursement: Federal 50 % State 40 % Local 10 % Salary/Fringes Covered: Y \_\_\_\_\_  
 Vacancy Due To: Resignation \_\_\_\_\_ Retirement \_\_\_\_\_ Promotion \_\_\_\_\_ Other \_\_\_\_\_  
 Attachments: Y \_\_\_\_\_ N \_\_\_\_\_

3/22

57

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N

N

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N

of 1



## CHEMUNG COUNTY ROUTE SLIP \* PERSONNEL REQUISITION

Resolution amending the Staffing Plan for the Chemung County Department of Health (create Public Health Program Coordinators and Public Health Sanitarian - LPPP Grant funding)

Resolution #:

Slip Type: PERSONNEL

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Request resolution to create positions (addition to staffing plan) for the Health Dept. for work related to expansion of lead grant: 1 Public Health Program Coordinator and 1 Public Health Sanitarian. These positions are necessary to conduct the expanded grant requirements.

Lead poisoning is a disease kids catch from housing. Elevated blood lead levels (EBLLs) are strongly associated with many developmental and behavioral problems. The primary source of childhood lead exposure is from lead in dust and soil from deteriorated paint in housing built before 1978. In the City of Elmira, 97% of the houses were built before 1978.

The grant expansion will include the following activities: building robust referral networks, free lead testing/clearance of homes, public education provide cleaning and painting supplies for those that meet participation criteria. Grant funding will cover 100% of salary, 100% of fringe and 100% of equipment/supplies needed. If the grant is not extended past 2026, these positions will be eliminated.

New Position	Full-time	Salary / Fringe Benefits
Civil Service approval required:	No	
Salary/Grade: See attached	Range:	See attached
Budget Account Number: see attached	Funds Available?	Yes
Reimbursment / Federal: 0	Due to:	Other
Reimbursment / State: 100	Due to (Other):	

### **CREATION:**

Date/Time:	Department:
5/12/2022 9:08:22 AM	County Executive

### **APPROVALS:**

Date/Time:	Approval:	Department:
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5/12/2022 9:11 AM	Approved	County Executive	
5/16/2022 8:34 AM	Approved	Budget and Research	
5/24/2022 10:54 AM	Approved	Legislature Chairman	

# **ATTACHMENTS:**

Name:	Description:	Type:
<a href="#">Expanded Lead Grant Letter.docx</a>	Expanded Lead Grant Letter	Cover Memo
<a href="#">Lead Coalition Educational Message - FINAL- 5-4-22.docx</a>	Lead Coalition Educational Message	Cover Memo
<a href="#">Copy of Personnel Requisition Attachment Template- Expanded Lead Grant.xls</a>	Personnel Requisition Attachment Template	Cover Memo



# CHEMUNG COUNTY

Department of Health  
103 Washington Street  
P.O. BOX 588

Elmira, New York 14902-0588  
(607) 737-2028 FAX (607) 737-2016



**Peter Buzzetti III, MPH - Public Health Director**  
**Sarah Mattison, MPH – Deputy Public Health Director**

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TO: Christopher J. Moss, County Executive

FROM: Peter Buzzetti III, Public Health Director

DATE: May 10, 2022

SUBJECT: Request for Acceptance of Expanded Lead Grant from NYSDOH

Dear County Executive Moss,

Lead poisoning is a disease kids catch from housing. Elevated blood lead levels (EBLLs) are strongly associated with spontaneous miscarriages, low birth weight, hearing deficits, and developmental and behavioral problems, including cognitive impairment (as measured by decreased IQ), inattention, hyperactivity, and aggression. Children with EBLLs are at an increased risk for learning difficulties, not graduating from high school, decreased lifetime earnings and later incarceration.

Each year between 2018 -2021, 1600 to 1900 lead tests were performed on children in Chemung County. In each of these years, between 11% and 12% of those tests were elevated above or equal to 5 ug/dL. These levels remain consistently elevated year after year. As of 2019, the rate per 1,000 tested children less than 6 years of age with confirmed lead levels greater than 5µg/dL in Chemung County was 44.8 (NYS rate = 12.1.).

The primary source of childhood lead exposure in the U.S. is from lead in dust and soil from deteriorated paint in housing built before 1978. In the city of Elmira, 97% of the houses were built before 1978, the year the federal government banned the sale of lead-based paint. Although unacceptable lead in water has been in the media spotlight, drinking water in the U.S. typically is not the major source of lead exposure.

The Health Department has administered the lead intervention grant (LPPP) for over 20 years. The LPPP grant provides funding for case management and lead testing (of the home) for children with lead poisoning. This strategy misses the mark as it occurs only after the child has been lead-poisoned.

The LPPP grant has been expanded to include the primary prevention lead grant (CLPPP). Primary prevention strategies occur before a child had been lead-poisoned. This grant expansion will increase the annual budget for lead activities from \$45,000 per year to \$330,000, provided primary prevention activities are performed in addition to the intervention work done in past years. Chemung County qualifies for this expansion unfortunately, due to the designation from the New York State Department of Health (NYSDOH) of several high-risk areas in Chemung County (zip codes 14901, 14904). Our data shows the same issues based upon the age of the housing and the number of children with EBLLs.

The grant expansion will include the following activities; building robust referral networks, free lead testing and clearance of homes, public education, provide cleaning and painting supplies for those that meet participation criteria. Grant funding will cover 100% of salary, 100% of fringe and 100% of all equipment and supplies needed. The



**Public Health**  
Prevent. Promote. Protect.  
Chemung County Health  
Department

# CHEMUNG COUNTY

Department of Health  
103 Washington Street  
P.O. BOX 588  
Elmira, New York 14902-0588  
(607) 737-2028 FAX (607) 737-2016



**Peter Buzzetti III, MPH - Public Health Director**  
**Sarah Mattison, MPH – Deputy Public Health Director**

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grant period for this expansion is 2021 to 2026. If this is not renewed past 2026, any positions that are created on the basis of this grant will be eliminated.

I am requesting approval to accept this grant expansion from NYSDOH.

In addition to accepting the grant expansion, I am requesting approval for the creation of 2 positions, 1 public health program coordinator and 1 public health sanitarian. These positions are necessary to conduct the expanded grant requirements.

Please note: this grant does not cover any lead mitigation or abatement in homes. However, the City of Elmira administers the HUD lead grant that does cover those activities. Anyone that participates with this expanded lead grant will be directed to the City of Elmira to participate in the HUD lead grant based upon qualification requirements.



## **LEAD POISONING IN CHEMUNG COUNTY: A PREVENTABLE AND COSTLY PUBLIC HEALTH PROBLEM**

### **Adverse Health Effects and Economic Costs**

Lead is a toxin that can cause serious damage to children's developing brains. Children less than 6 years old, including fetuses, are especially vulnerable to health problems from lead exposure. Elevated blood lead levels (EBLLs) are strongly associated with an increase in spontaneous miscarriages, low birth weight, hearing deficits, and developmental and behavioral problems, including cognitive impairment (as measured by decreased IQ), inattention, hyperactivity, and aggression. Children with EBLLs are at an increased risk for learning difficulties, not graduating from high school, decreased lifetime earnings and later incarceration. At very high levels, lead can cause abdominal pain, vomiting, seizures, coma and death.

Childhood lead exposure also has potential consequences for adult health. It is linked to hypertension, kidney disease and increased cardiovascular related mortality. It is estimated that the annual cost of childhood lead exposure in the United States is \$50 billion. For every \$1 invested to reduce lead hazards in housing units, society would benefit by an estimated \$17 to \$221, a cost-benefit ratio that is comparable with the cost-benefit ratio for childhood vaccines.

### **There is No Known Safe Level of Lead**

There is no known "safe" level of lead. Adverse neurodevelopmental cognitive impacts occur at blood lead levels (BLLs) less than 5 ug/dl (micrograms per deciliter). Since January 2022, CDC uses a [blood lead reference value](#) (BLRV) of 3.5 micrograms per deciliter (µg/dL) to identify children with blood lead levels that are higher than most children's levels. This level is based on the 97.5th percentile of the blood lead values among U.S. of children ages 1-5 years from the 2015-2016 and 2017-2018 National Health and Nutrition Examination Survey (NHANES) cycles. Children with blood lead levels at or above the BLRV are among the top 2.5% of U.S. children with the highest blood lead levels.

### **Lead Levels in the Children of Chemung County Are Among the Highest in New York State:**

NYS Public Health Law and Regulations require health care providers to:

- Test all children at age 1 year and again at age 2 years with a blood lead test
- Assess all children ages 6 months to 6 years at every well child visit for risk of lead exposure, counsel families on risk reduction, and obtain a blood lead test if a risk factor is identified

Each year between 2018 -2021, 1600 to 1900 lead tests were performed on children in Chemung County. In each of these years, between 11% and 12% of those tests were elevated above or equal to 5 ug/dl. These levels remain consistently elevated year after year. As of 2019, the rate per 1,000 tested children less than 6 years of age with confirmed lead levels greater than 5µg/dL in Chemung County was 44.8 (NYS rate = 12.1.). In 2015, all of the referrals from a 9-county region that were made to Golisano Children's Hospital in Rochester for chelation came from the city of Elmira. Chelation is the recommended treatment only for those children with lead levels greater than 45 ug/dl. This alarming rate of lead poisoning in the children of Chemung County prompted a visit to the Chemung County Board of Health in July 2017 by Dr. Stanley Schaffer, a nationally known expert on lead poisoning and director of the Western New York Lead Poisoning Resource Center in Rochester NY.



## **The Formation of the Chemung County Lead Coalition**

The Chemung County Health Department realized the lead problem was too large for one government agency to handle. Therefore, in the fall of 2017 the Chemung County Health Department reached out to numerous local groups, community partners, and government agencies to form the Chemung County Lead Coalition. The Coalition's mission is "to work with community partners, leaders, agencies and residents to reduce lead poisoning in families of Chemung County." It became apparent through Coalition meetings that housing was the largest contributor to elevated blood lead levels in the children of Chemung County. The Coalition has formed three workgroups to focus on housing issues, public education and grant funding. The coalition is committed to eliminating lead poisoning in families of Chemung County.

## **Lead Poisoning is a Disease Children Catch from Housing**

The primary source of childhood lead exposure in the U.S. is from lead in dust and soil from deteriorated paint in housing built before 1978. In the city of Elmira, 97% of the houses were built before 1978, the year the federal government banned the sale of lead-based paint. Although unacceptable lead in water has been in the media spotlight, drinking water in the U.S. typically is not the major source of lead exposure.

Our Chemung County statistics reveal that the highest concentrations of elevated lead levels have been found in the zip codes 14901 and 14904. These areas are dense with older homes built prior to 1978 when lead paint was commonly used throughout the nation. More than fifty percent of these homes are rental properties. In these older homes, lead paint is often under layers of newer paint that may rub away on friction or impact surfaces such as windows and doors. Chipping, cracking, peeling, chalking, or otherwise deteriorating lead paint is hazardous and can create lead dust. Even in well maintained homes, lead dust can form when lead based paint is scraped, sanded or heated during home repair activities. Lead dust is the most common way that people are exposed to lead inside the home. Young children ingest the dust when putting their fingers and toys into their mouths or by chewing on surfaces. The lead dust is often not visible to the naked eye, so visual evidence of peeling paint is not an adequate method to assess risk. Homes with no visible dust may still contain lead dust.

Lead based paint risk assessments are particularly helpful in determining potential sources of lead exposure and in designing possible solutions. A risk assessment is an on-site investigation to determine the presence, type, severity and location of lead hazards and provides suggested methods to control them. It provides the owner or tenant with the knowledge of where lead paint exists in the home. Ideally, after the assessment is completed, lead hazards are remediated or eliminated and lead poisoning is prevented.

## **The Current Efforts to Address Lead Poisoning in Children of Chemung County Are Not Working: It is Too Little, Too Late**

In every year from 2018 through 2021, greater than 11% of the lead tests performed among Chemung County children have been elevated. These numbers are not going down. Our children are only identified AFTER the poisoning has occurred. This is too little, too late. No treatments have been shown to be effective in ameliorating the permanent developmental effects of lead toxicity once it occurs.

An environmental investigation of the home to identify the source of lead is only done in children with blood lead levels (BLL) greater than 5 µg/dL. Effective October 2019, the threshold requiring such an investigation was lowered from 15 µg/dL to 5. Current scientific evidence has shown that lead poisoning prevention education directed at avoidance of exposure by hand washing or controlling lead dust by certain housecleaning techniques fails to reduce children's blood lead concentrations.

Health Department sanitarians inspect the interior and exterior painted surfaces of homes using an X-ray fluorescence machine, which provides instantaneous results indicating whether lead paint is





present. When lead hazards are detected, the owner is required to correct the conditions by using an appropriate risk reduction method, either interim controls or abatement. Interim controls could include techniques such as wet scraping the paint and repainting or covering with carpet. Abatement is complete removal of the components containing lead paint. If interim controls are used, there must be proper maintenance and ongoing monitoring, whereas abatement permanently eliminates the lead.

As previously mentioned, the inspection occurs only after the child has already been identified as having an EBL greater than 5µg/dL. While an improvement from the previous trigger level of 15µg/dL, our goal is to identify and correct the lead hazards before a child is exposed to lead. Funding to assist landlords and homeowners with the costs of interim controls or lead abatement can reduce the lead in housing and thereby reduce lead exposure in children.

### **What Works and How to Achieve It: Primary Prevention**

Primary prevention, identifying and eliminating the major sources of lead in the environment before exposure occurs, is now widely recognized as the most reliable and cost effective way to prevent lead poisoning and its irreversible harmful effects. Recognizing this, many communities have enacted legislation to ensure that rental properties are lead safe before occupancy. This is coupled with rent withholdings through enforcement of the Spiegel Act which prevents tax dollars from being used for rent assistance in buildings whose conditions are deemed "dangerous, hazardous or detrimental to life and health."

The City of Rochester, together with Monroe County Department of Public Health, provides one example of this very successful approach and has provided a model for successful reduction in childhood lead poisoning. In 2001, the City of Rochester and the Monroe County Dept. of Health collaborated to form the Coalition to Prevent Lead Poisoning. The Coalition consisted of government officials, health care providers, housing agencies, educators, community leaders and child advocates. The Coalition worked to raise community awareness of the lead issue and used the best available science to develop a low cost, targeted local housing policy solution.

In 2005, the Rochester City Council passed the Lead Based Paint Poisoning Prevention Ordinance which targeted the highest risk housing in Rochester and promoted interim controls. Using local geographic data analysis, the Coalition identified the neighborhoods with the highest risk housing, then analyzed cost effective approaches to lead hazard control. Research indicated that interim controls could effectively control lead hazards if combined with proper maintenance and monitoring. Lead inspections were incorporated into already required Certificate of Occupancy inspections of rental properties. A HUD Lead Hazard Control grant provides funding for interim controls and abatement. If interim controls are used to remediate identified lead hazards, a lead dust clearance test must be passed and a Certificate of Occupancy must be renewed every 2-3 years. The City and County share data on health and safety violations. Rent withholding notices are sent to owners of properties with violations if their tenants receive rent assistance.

### **Working Together Our Community Can Eliminate Lead Poisoning in Chemung County**

Lead poisoning of our children is not a "city" or "county" problem. It is not a "code enforcement" or "public health" problem. It is an urgent community problem and requires an immediate community response. Lead poisoning is a preventable and costly problem for our community. The solution, primary prevention, is achievable and cost effective. Working together, we can eliminate lead poisoning in Chemung County and help create a better future for our children and our community.

## ATTACHMENT-PERSONNEL REQUISITION ROUTE SLIP

DEPARTMENT: Health DATE: 5/10/22

1. Position Title: Public Health Program Coordinator FT x PT      Prior Resolution n/a  
Action Requested: Creation x Re-Creation      Other       
Salary/Grade: Single Rate Grade 7 Wage Range \$60,064 Civil Service Approval: Y x N       
Budget Account: 10-4010-4010-50100 Funds Available: Y x N       
Reimbursement: Federal      % State 100 % Local      % Salary/Fringes Covered: Y x N       
Vacancy Due To: Resignation      Retirement      Promotion      Other expanded grant  
Attachments: Y x N     

2. Position Title: PublicHealth Sanitarian FT x PT      Prior Resolution n/a  
Action Requested: Creation x Re-Creation      Other       
Salary/Grade: CSEA grade 13 Wage Range \$25.95/hour Civil Service Approval: Y x N       
Budget Account: 10-4010-4010-50100 Funds Available: Y x N       
Reimbursement: Federal      % State 100 % Local      % Salary/Fringes Covered: Y x N       
Vacancy Due To: Resignation      Retirement      Promotion      Other expanded grant  
Attachments: Y x N



## CHEMUNG COUNTY ROUTE SLIP \* PERSONNEL REQUISITION

Resolution creating Assistant District Attorney position on behalf of the Chemung County District Attorney's Office

Resolution #:

Slip Type: PERSONNEL

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

Creation of one permanent Assistant District Attorney position on behalf of the District Attorney's Office as approved in the 2022 budget.

New Position	Full-time	Salary / Fringe Benefits
Civil Service approval required:	No	
Salary/Grade: Grade 8		Range: \$64,110-\$99,494
Budget Account Number: 10-1165-50100.01	Funds Available?	Yes
Reinbursement / Federal: 0	Due to:	Other
Reinbursement / State: 0	Due to (Other):	

### **CREATION:**

Date/Time:	Department:
5/31/2022 9:24:24 AM	County Executive

### **APPROVALS:**

Date/Time:	Approval:	Department:	
5/31/2022 9:36 AM	Approved	County Executive	
6/15/2022 10:54 AM	Approved	Budget and Research	
6/21/2022 3:24 PM	Approved	Legislature Chairman	

### **ATTACHMENTS:**

Name:	Description:	Type:
No Attachments Available		



## CHEMUNG COUNTY ROUTE SLIP \* PERSONNEL REQUISITION

Resolution creating Transit Manager position on behalf of Chemung County Planning Department (Elmira-Chemung Transportation Council)

Resolution #:

Slip Type: PERSONNEL

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

The Transit Manager is responsible for long range public transportation planning, and managing and overseeing the operations of the County's Public Transportation System – C TRAN . The County contracts an operator to deliver the day to day operations of the C TRAN Bus System. The Transit Manager monitors the contractor's performance to ensure that transportation services are provided in a safe and efficient manner and in compliance with regulations and funding requirements. Work is performed under the general direction of the Elmira-Chemung Transportation Council (ECTC) Director with some leeway allowed for the exercise of independent judgment. Provides direct supervision of the Mobility Manager and Transit Specialist. Performs other related tasks as assigned.

New Position	Full-time	Salary / Fringe Benefits
Civil Service approval required:	No	
Salary/Grade: SR Grade 7		Range: \$57,754-\$89,634
Budget Account Number:	10-8021-50100	Funds Available? Yes
Reimbursment / Federal:	50%	Due to: Other
Reimbursment / State:		Due to (Other):

### **CREATION:**

Date/Time:	Department:
6/16/2022 2:13:28 PM	County Executive

### **APPROVALS:**

Date/Time:	Approval:	Department:	
6/16/2022 2:18 PM	Approved	County Executive	
6/17/2022 10:01 AM	Approved	Budget and Research	
6/21/2022 11:19 AM	Approved	Legislature Chairman	

**ATTACHMENTS:**

Name:	Description:	Type:
<a href="#">Transit Manager Job Specification.pdf</a>	Transit Manager Job Specification	Cover Memo

## **TRANSIT MANAGER**

**Department:** Chemung County  
**Classification:** Competitive  
**Adopted:** June 7, 2022  
**By:** Regional Civil Service Commission

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible long range public transportation planning, and managing and overseeing the operations of the County's Public Transportation System – C TRAN . The County contracts an operator to deliver the day to day operations of the C TRAN Bus System. The incumbent monitors the contractor's performance to ensure that transportation services are provided in a safe and efficient manner and in compliance with regulations and funding requirements. Work is performed under the general direction of the Elmira-Chemung Transportation Council (ECTC) Director with some leeway allowed for the exercise of independent judgment. Provides direct supervision of the Mobility Manager and Transit Specialist. Performs other related tasks as assigned.

**TYPICAL WORK ACTIVITIES:** (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Monitors the County transit system to ensure smooth daily operations;
- Oversees C TRAN's operation to ensure that the transit system is operated in full compliance with all Federal Transit Administration, NYS Department of Transportation, NYS Department of Motor Vehicles, Federal Drug and Alcohol Laws and all other Federal and State Agency Regulations applicable to public transit;
- Monitors adherence to bus operation safety guidelines and licensing and training requirements;
- Monitors transit performance measures. Identifies gaps in services and evaluates proposed new and revised services;
- Directs the allocation of resources for the most effective and cost-efficient provision of transit services;
- Serves as staff to the County Transit Board and leads Transit Board meetings;
- Makes recommendations to the ECTC Board regarding service changes, fares, capital program and managing federal funds provided through various grants;
- Provides supervision to the Mobility Manager and Transit Specialist;
- Assists with the development of the capital and operating budget projects;
- Monitors revenues and expenditures and adjusts budget costs;
- Supervises and contributes to the preparation and submission of federal and state grant applications and reports;
- Audits Federal and State reimbursement requests to ensure that claimed expenses are eligible for reimbursement;
- Supervises the development and maintenance of a comprehensive data collection and analysis program to analyze transit programs, services and projected needs;
- Monitors the transit marketing program to enhance ridership and to provide information to existing and potential passengers;
- Develops good working relationships with other agencies and private carriers in the planning of service for residents;
- County liaison to Federal, State, and regional transit agencies and with other municipal and private transportation agencies;
- Services on various committees;
- Prepares a variety of written and oral reports and oversees the maintenance of a variety of records.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices governing public transportation programs; Good knowledge of the Federal and New York State laws, rules and regulations as they pertain to the operation of public bus transit; Good knowledge of public administration policies and procedures related to budgeting, grant procurement and purchasing; Good knowledge of the County's geography; Ability to utilize a variety of software systems and records; Ability to analyze data and prepare reports; Ability to plan and supervise the work of professional and support staff; Ability to facilitate groups; Ability to communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS:** either

- A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree; **or**
- B) Graduation from a regionally accredited or NYS registered college or university with an Associate's degree, and two (2) years of experience in planning, accounting, finance, public policy, transportation, engineering, communications, environmental science, economics, management, sociology, geography, or public health; **or**
- C) Graduation from High School or possession of a General Equivalency Diploma and four (4) years of experience in planning, accounting, finance, public policy, transportation, engineering, communications, environmental science, economics, management, sociology, geography, or public health; **or**
- D) An equivalent combination of training and experience as defined by the limits above.



## CHEMUNG COUNTY ROUTE SLIP \* PERSONNEL REQUISITION

Resolution adopting an amended Single Rate Compensation Plan for Single Rate employees (Amendment No. 57)  
(Elimination of Attorney titles & 2022 Salary Schedule)

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

The Single Rate Salary Plan has been amended by increasing the entry level of the grade by 2%; the maximum of the grade by 4%; and, recalculating the mid-point of the grade.

Attorney titles have been eliminated and the plan updated by the addition and deletion of titles as reflected by creation of new positions and abolishment of obsolete titles.

### **CREATION:**

Date/Time:	Department:
6/7/2022 8:28:23 AM	County Executive

### **APPROVALS:**

Date/Time:	Approval:	Department:	
6/7/2022 8:30 AM	Approved	County Executive	
6/15/2022 10:24 AM	Approved	Budget and Research	
6/22/2022 9:31 AM	Approved	Legislature Chairman	

### **ATTACHMENTS:**

Name:	Description:	Type:
<a href="#">Proposed 2022 SR Salary (002).pdf</a>	Proposed 2022 Single Rate Salary Plan	Cover Memo
<a href="#">Worksheet - GIS Administrator (6-14-22).pdf</a>	GIS Administrator	Cover Memo
<a href="#">Worksheet - Transit Manager (6-14-22).pdf</a>	Transit Manager	Cover Memo



## 2022 SINGLE RATE SALARY PLAN

<u>GRADE</u>	<u>FLSA</u>	<u>TITLE</u>	<u>ENTRY</u>	<u>MID</u>	<u>MAX</u>
13	E	DEPUTY COUNTY EXECUTIVE	\$ 110,189	\$ 142,274	\$ 174,358
12	E	COMMISSIONER OF HUMAN SERVICES	\$ 99,270	\$ 128,174	\$ 157,079
	E	COMMISSIONER OF PUBLIC WORKS			
11	E	ADMINISTRATOR--NURSING FACILITY	\$ 89,431	\$ 115,473	\$ 141,516
	E	COMMISSIONER OF PLANNING			
	E	DEPUTY COMMISSIONER OF HUMAN SERVICES			
	E	DIRECTOR, COMMUNITY MENTAL HEALTH SERVICES			
	E	DIRECTOR OF AVIATION			
	E	DIRECTOR OF BUDGET AND RESEARCH			
	E	DIRECTOR OF PERSONNEL/LABOR RELATIONS			
	E	EXECUTIVE DIRECTOR--SEWER DISTRICT			
	E	PUBLIC HEALTH DIRECTOR			
10	E	CONTROLLER--TREASURER	\$ 80,570	\$ 104,029	\$ 127,489
	E	DEPUTY COMMISSIONER OF PUBLIC WORKS			
	E	DIRECTOR OF ADMINISTRATIVE SERVICES			
	E	DIRECTOR OF ENVIRONMENTAL HEALTH			
	E	DIRECTOR OF INFORMATION SERVICES			
	E	DIRECTOR OF NURSING SERVICE			
	E	DIRECTOR OF PATIENT SERVICE			
	E	PROBATION DIRECTOR II			
	E	SUPERINTENDENT OF BUILDINGS AND GROUNDS			
	E	SUPERVISING PUBLIC HEALTH ENGINEER			
	E	UNDERSHERIFF			
9	E	ASSISTANT DIRECTOR OF NURSING SERVICE	\$ 72,582	\$ 93,719	\$ 114,856
	E	ASSISTANT DIRECTOR OF PATIENT SERVICES			
	E	CHILDREN'S INTEGRATED SERVICES COORDINATOR			
	E	DEPUTY DIRECTOR OF BUDGET AND RESEARCH			
	E	DEPUTY PROBATION DIRECTOR			
	E	DEPUTY COUNTY TREASURER			
	E	DIRECTOR OF CHILDREN AND FAMILY SERVICES			
	E	DIRECTOR OF ECONOMIC SECURITY			
	E	DIRECTOR OF OFFICE FOR THE AGING			
	E	DIRECTOR OF QUALITY ASSURANCE			
	E	DIRECTOR OF RECREATION AND YOUTH SERVICES			
	E	PROJECT MANAGER II			
	E	PUBLIC WORKS OPERATIONS SUPERVISOR			
	E	PURCHASING COORDINATOR			
	E	SENIOR WASTEWATER ENGINEER			

<u>GRADE</u>	<u>FLSA</u>	<u>TITLE</u>	<u>ENTRY</u>	<u>MID</u>	<u>MAX</u>
8	E	CHIEF WASTEWATER TREATMENT PLANT OPERATOR	\$ 65,392	\$ 84,433	\$ 103,474
	E	CHILD ADVOCACY CENTER COORDINATOR			
	E	COORDINATOR OF TRAINING AND DEVELOPMENT			
	E	DEPUTY DIRECTOR OF FIRE AND EMERGENCY MANAGEMENT--ADMINISTRATION			
	E	DEPUTY DIRECTOR OF INFORMATION SERVICES			
	E	DEPUTY DIRECTOR--SEWER DISTRICT			
	E	DEPUTY PUBLIC HEALTH DIRECTOR			
	E	DIRECTOR OF AIRPORT OPERATIONS			
	E	DIRECTOR OF CENTRAL SERVICES			
	E	DIRECTOR OF FIRE & EMERGENCY MANAGEMENT			
	E	DIRECTOR OF REAL PROPERTY TAX SERVICES II			
	E	EQUIPMENT SERVICE MANAGER			
	E	HUMAN RESOURCE MANAGER			
	E	JAIL SUPERINTENDENT			
	E	METROPOLITAN PLANNING ORGANIZATION DIRECTOR			
	E	OCCUPATIONAL THERAPIST			
	E	PERSONNEL ADMINISTRATOR			
	E	PHYSICAL THERAPIST			
	E	PROBATION SUPERVISOR			
	E	PROJECT MANAGER I			
	E	SPECIAL CHILDREN'S SERVICES COORDINATOR			
	E	SUPERIVSOR OF FISCAL SERVICES			
	E	TOWN HIGHWAY SUPERINTENDENT			
7	NE	AIRPORT MAINTENANCE SUPERVISOR	\$ 58,910	\$ 76,064	\$ 93,219
	E	CIVIL DEFENSE DIRECTOR			
	E	CIVIL SERVICE ADMINISTRATOR			
	E	CONSTRUCTION & UTILITIES INSPECTOR II			
	E	COORDINATOR OF CHILD SUPPORT ENFORCEMENT			
	NE	COORDINATOR OF EMPLOYEE BENEFITS			
	E	COORDINATOR OF RECORDS AND INFORMATION			
	E	DEPUTY COUNTY CLERK MOTOR VEHICLES			
	E	GIS ADMINISTRATOR			
	E	PUBLIC HEALTH PROGRAM COORDINATOR			
	E	SENIOR ENGINEERING TECHNICIAN			
	NE	STOP/DWI COORDINATOR			
	E	SUPERVISNG PUBLIC HEALTH SANITARIAN			
	E	SUPERVISOR OF AIRPORT OPERATIONS			
	E	TRANSIT MANAGER			
	E	WASTEWATER ENGINEER			
	E	WIC PROGRAM COORDINATOR			
6	E	CLERK TO THE LEGISLATURE	\$ 53,366	\$ 68,674	\$ 83,982

E CONTRACT SERVICES MANAGER  
E DIRECTOR OF VETERANS SERVICE AGENCY  
NE EMERGENCY MANAGEMENT PLANNER/SAFETY COORDINATOR  
E GRANTS MANAGER  
NE INSURANCE SPECIALIST  
E MUNICIPAL UTILITY GIS ANALYST  
NE RECORDS IMAGING CENTER SUPERVISOR  
E SEWER SYSTEM MAINTENANCE & INSPECTION CREW LEADER/SEWAGE TREATMENT PLANT MAINTENANCE CREW LEA  
E SEWAGE TREATMENT PLANT MAINTENANCE CREW LEADER

<b>CHEMUNG COUNTY</b> <b>Job Evaluation Worksheet</b>
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<b>Job Title: GIS Administrator</b>
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**Date Reviewed by Public Sector HR Consultants LLC: June 14, 2022**

COMPENSABLE FACTORS	DEGREES AND WEIGHTS								DEGREE SELECTED
	1 <sup>st</sup>	2nd	3rd	4th	5th	6th	7 <sup>th</sup>	8th	
<b>Knowledge and Skills</b>									
Education (add 5 points if professional license or certification is required)	0	15	30	45	60	75	90	105	15
Experience	0	15	30	45	60	75	90		60
Communication Skills	5	10	15	20	25	30			20
Mathematical Skills	0	5	10	15	20	25	30		20
<b>Responsibility and Complexity</b>									
Guidelines	5	10	15	20	25				15
Complexity of Duties	15	30	45	60	75	90	105		60
Reasoning Ability	5	10	15	20	25	30			20
Decision Making & Work Impact	15	30	45	60	75				45
Contact with Others	5	10	15	20	25				15
<b>Supervision</b>									
Type of Supervision	0	10	20	30	40	50	60		10
Scope of Supervision	0	10	20	30	40	50	60		10
<b>Environmental Conditions</b>									
Environmental Conditions	0	10	20	30	40				0
<b>TOTAL POINTS</b>									<b>290</b>
<b>GRADE</b>									<b>7</b>
<b>POINT RANGE</b>									<b>290-329</b>

<b>CHEMUNG COUNTY</b> <b>Job Evaluation Worksheet</b>
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<b>Job Title: Transit Manager</b>
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**Date Reviewed by Public Sector HR Consultants LLC: June 14, 2022**

COMPENSABLE FACTORS	DEGREES AND WEIGHTS								DEGREE SELECTED
	1 <sup>st</sup>	2nd	3rd	4th	5th	6th	7 <sup>th</sup>	8th	
<b>Knowledge and Skills</b>									
Education (add 5 points if professional license or certification is required)	0	15	30	45	60	75	90	105	15
Experience	0	15	30	45	60	75	90		60
Communication Skills	5	10	15	20	25	30			20
Mathematical Skills	0	5	10	15	20	25	30		15
<b>Responsibility and Complexity</b>									
Guidelines	5	10	15	20	25				15
Complexity of Duties	15	30	45	60	75	90	105		60
Reasoning Ability	5	10	15	20	25	30			20
Decision Making & Work Impact	15	30	45	60	75				45
Contact with Others	5	10	15	20	25				20
<b>Supervision</b>									
Type of Supervision	0	10	20	30	40	50	60		20
Scope of Supervision	0	10	20	30	40	50	60		20
<b>Environmental Conditions</b>									
Environmental Conditions	0	10	20	30	40				0
<b>TOTAL POINTS</b>									<b>310</b>
<b>GRADE</b>									<b>7</b>
<b>POINT RANGE</b>									<b>290-329</b>



## CHEMUNG COUNTY ROUTE SLIP \* PERSONNEL REQUISITION

Resolution adopting Salary Plan for Single Rate Attorney positions

Resolution #:

Slip Type: OTHER

SEQRA status

State Mandated False

Explain action needed or Position requested (justification):

The proposed plan directs regularly scheduled increases beyond the annual cost-of- living increases requested and approved by the Legislature each January 1. The proposal directs that increases are received on the anniversary of an attorneys' hire and on January 1 to ensure that attorneys will reach the mid-point of the grade within 5 years of appointment. After reaching the mid-point of the grade, increases will occur on January 1 only, but the appointing authority shall have discretion to award a greater increase based upon exemplary performance. At no time may a salary exceed the maximum salary for the grade.

The purpose of this request and proposed new salary plan is to address concerns with recruiting and retaining attorneys for all operations in County Government, to include, the District Attorney, Public Defender, Public Advocate, Legislative Attorney, and County Attorney's offices.

### **CREATION:**

Date/Time:	Department:
6/7/2022 9:20:50 AM	County Executive

### **APPROVALS:**

Date/Time:	Approval:	Department:	
6/7/2022 9:23 AM	Approved	County Executive	
6/15/2022 11:10 AM	Approved	Budget and Research	
6/24/2022 9:36 AM	Approved	Legislature Chairman	

### **ATTACHMENTS:**

Name:	Description:	Type:
<a href="#">Copy of 2022 SR Salary Law.pdf</a>	2022 SR Salary Plan Attorneys	Cover Memo
<a href="#">SRSP for County Attorneys - Additional Information.pdf</a>	Additional Information	Cover Memo
<a href="#">Single Rate Attorney Positions.pdf</a>	Single Rate Attorney Positions	Cover Memo
<a href="#">Comparable Salaries - County Attny s.pdf</a>	Comparables	Cover Memo

**SINGLE RATE/FLSA EXEMPT  
ATTORNEY POSITIONS  
2022**

<u>TITLE</u>	<u>ENTRY</u>	<u>STEP1</u>	<u>STEP2</u>	<u>STEP3</u>	<u>STEP 4</u>	<u>MID</u>	<u>MAX</u>
COUNTY ATTORNEY	\$ 105,000	\$ 110,500	\$ 116,000	\$ 121,500	\$ 127,000	\$ 132,500	\$ 160,000
PUBLIC ADVOCATE PUBLIC DEFENDER	\$ 92,000	\$ 96,800	\$ 101,600	\$ 106,400	\$ 111,200	\$ 116,000	\$ 140,000
ATTY TO THE LEGISLATURE & SPECIAL DISTRICTS CHIEF ASSISTANT DISTRICT ATTORNEY EXECUTIVE ASSISTANT DISTRICT ATTORNEY FIRST ASSISTANT COUNTY ATTORNEY	\$ 83,500	\$ 87,650	\$ 91,800	\$ 95,950	\$ 100,100	\$ 104,250	\$ 125,000
ASSISTANT COUNTY ATTORNEY ASSISTANT DISTRICT ATTORNEY ASSISTANT PUBLIC ADVOCATE ASSISTANT PUBLIC DEFENDER	\$ 75,000	\$ 78,500	\$ 82,000	\$ 85,500	\$ 89,000	\$ 92,500	\$ 110,000
Law Clerk*	\$ 65,000						

\*After completion of one (1) year of service Law Clerks will receive an increase as prescribed by the legislature.

Law Clerks must be eligible for a NYS License to practice law within 24 months of appointment.

**Recommended salary at time of hire:** candidates with 0 - 2 years of experience entry level; Step 1 placement greater than 2 up to 4 years; Step2 placement greater than 4 up to 6 years; Step3 placement greater than 6 up to 8 years; Step 4 placement greater than 8 years up to 10 years; and mid point placement for candidates with 10+ years of experience. Placement beyond the recommended step requires approval from the County Executive.

**Advancement through the steps:** After one (1) year from date of hire if the attorney is at E, 1, 2, 3, or 4 the Atty will advance to the next step. After completion of one (1) year of service the Atty will receive an increase on January 1 as prescribed by the legislature. On the anniversary of their hire they will advance to the next step. Upon reaching the mid point of the grade the atty will receive raises only on January 1 as prescribed by the legislature and recommended by their Department Head.

Employees with 5 years of County service in the title will be paid at the mid point (full performance) salary. Salary above the mid point of the grade may be achieved based upon annual increases as recommended by the Department Head and awarded by the legislature. Salary cannot exceed the maximum step.

1. If the propose salary plan is passed by the full legislative body on July 11, I would like the raises to go into effect the first day of the pay period, which is July 8. If that is not acceptable, July 22, 2022, which is the first day of the following pay period would be the next best date.
2. If the raises go into effect in 2022 the total cost of the raises annualized is \$175,424.00. If the raises are to be effective July 8, 2022 the estimated cost is \$80,965.00. Each of the impacted offices has endured high turnover and consistent vacancies, which should result in a neutral impact on the 2022 budget. Additionally, the ILS grant will provide reimbursement for the defense attorneys.
3. I would propose that the Legislature approve the plan as written, which includes raises on the anniversary of the attorneys hire as well as the legislated January 1 increases. I have attached a roster of the Attorneys, their hire dates and scheduled anniversary raises.
4. I do have comparables for the Legislators review. I will attach that as well.
5. I believe the proposed plan provides Chemung County with the tools necessary to competitively recruit quality attorneys. In addition, it addresses the need for a mechanism to elevate our attorneys' salaries to a full performance salary level within a reasonable period of time to ensure attorney retention.





	<u>SCHUYLER</u>	<u>STEBEN</u>	<u>TIOGA</u>	<u>TOMPKINS</u>
COUNTY ATTORNEY	122,818.00	141,347.00		145,330.00
PUBLIC ADVOCATE	n/a	93,775.00		131,122.00 (Supervisor Assigned Coi
PUBLIC DEFENDER	109,056.00	141,347.00		(Supervisor Assigned Counsel)
CHIEF ASSISTANT DISTRICT ATTORNEY	110,217.00	n/a		120,099.00
ASSISTANT COUNTY ATTORNEY	109,575 - 82,249	84,623.00		n/a
ASSISTANT DISTRICT ATTORNEY	84,732.00	68,293 - 114,404	90,784.00	80,808-109,220
ASSISTANT PUBLIC ADVOCATE	n/a	n/a		Assigned Counsel
ASSISTANT PUBLIC DEFENDER	81,042.00	74,775.00		Assigned Counsel